Pflugerville Independent School District - Job Description

Job Title/Position:	Administrative Associate, Senior	**Department/School:**	Various Campuses/Departments
Pay Information:	Clerical/Paraprofessional Compensation Plan	**Supervised By:**	Designated Supervisor
FLSA:	Non-Exempt	**Date Revised:**	January 2020

Primary Purpose:

Provide office and administrative support for a principal or supervisor, perform general bookkeeping and maintain campus financial records, including campus activity and student activity funds.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and three years of related experience.

Major Responsibilities:

1. Provide direct administrative support to one or more administrators or coordinators; schedule appointments; arrange meetings and reserve meeting space.
2. Create and maintain a variety of documents, records, files, manuals, and other material, often containing confidential material; develop and maintain a variety of publications, forms, and processes; compose and create correspondence and reports; compile and format information; design spreadsheets and databases; prepare, process and distributes a variety of materials; perform special projects when requested.
3. Perform skilled word processing, data entry, and typing.
4. Answer telephone and assist visitors; provide customer service to staff, students, parents, administrators, guest teachers, and the community; answer informational inquiries.
5. Place and screen telephone calls for supervisors; relay information and keeps school staff informed of matters.
6. Maintain a variety of records; collect information for reports; provide back-up and peak load assistance to office staff; may assist in health clinic in absence of the nurse; may assist with supervision of students, as assigned.
7. Maintain operating budget, student activity fund and campus activity budget accounts.
8. Receive, count, and verify money for various activities. Prepare deposit slips and bags for courier pick up.
9. Write checks (Student Activity only); input requisitions and purchase orders; obtain appropriate signatures. Prepare change boxes for student activities; account for all monies.
10. Maintain campus accounting for multiple accounts; submit documentation for reimbursement. Maintain and reconcile fund accounts; record cash received and issue receipts; count money. Reconcile budget printouts received from district's central accounting department.
11. Maintain all accounting records; post receipts and expenditures to proper accounts; prepare a variety of reports. Maintain records in Quicken and monitor activity in the District accounting software.
12. Maintain student financial records. Receive, deposit, and post fines and fee payments; send letters concerning fines owed.
13. Respond to telephone inquiries concerning all accounting matters. Receive and respond to written requests. Meet with auditors as necessary to provide records, information and explanations. Work with student advisors; communicate accounting procedures.
14. Act as custodian of office petty cash fund and athletic gate funds; maintain accounting records for campus budgets as assigned.
15. Ensure that accounting procedures as established by the district are followed. Maintain financial records according to required retention schedules.
16. Work effectively and cooperatively with central office accounting staff; assist administrators to prepare annual campus budgets.
17. Communicate with vendors concerning purchase orders; receive supplies and verifies against purchase orders; process student activity invoices for payment.
18. Communicate any financial and/or fraud concerns to the principal/supervisor in a timely manner.
19. Follow Educator Code of Conduct & all policies, procedures, laws and state/federal regulations.
20. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles and office management
- Skill in communicating effectively with others
- Skill in establishing and maintaining effective working relationships with students, parents, staff and the general public
- Skill in working with various types of equipment including, but not limited to personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; repetitive hand motions; maintain emotional control under stress; must be able to lift and/or carry at least 30lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____